

WINTER FEST

A WINTER ARTS FESTIVAL

November 18-19, 2023
Aberdeen Civic Arena
203 S. Washington Street
Aberdeen, South Dakota

Presented by



Artisan Guidelines

Applications due September 29, 2023

Online applications can be found at: AberdeenAreaArtsCouncil.com/events/winterfest

We invite you to participate in the 45th annual Winterfest on November 18-19, 2023 in the Aberdeen Civic Arena.

Eligibility

Arts and crafts of original design, handmade by the exhibitor as well as culinary items made by the exhibitor are the only merchandise allowed to be sold. Please note on application the use of any manufactured items used to enhance hand-crafted work (i.e. painting on a purchased sweatshirt; purchased decorative accents used on hand-crafted woodwork; purchased components used with handmade beads, etc.).

Booth Size, Layout, Set Up and lighting

Each exhibitor will be required to provide their own lights to adequately light their booth for display and sales. Booth Spaces are 12 feet wide x 10 feet deep. The ceiling lights are dimmed.

Please be advised the nature of the show is to create an elevated shopping experience for our patrons. The lights are set low for ambiance and will not be adjusted. It is your responsibility to read and understand these conditions. If these conditions are a hinderance, we advise you to reconsider your application.

Example of lights that work well includes 10-12 arm style lamps or 4-5 stripes of track style lighting. White canopies are recommended and make the booth appear brighter. **All canopies and display pieces must have adequate protection on the bottom of their legs to avoid damaging the wood floor.**

IF YOU NEED TO SECURE A CORD OR OTHER ITEM(S) USED IN YOUR BOOTH TO THE FLOOR, THE VENUE WILL PROVIDE THE RECOMMENDED TAPE THAT WILL NOT DAMAGE THE FLOOR. USE OF ANY OTHER TAPE(S) IS PROHIBITED.

Assistance with load-in and load-out is limited.

Set up hours are Friday 1:00PM – 8:00PM and Saturday 7:00AM – 9:00 AM. The artist or an individual familiar with the artist's work must be present at the display at all times during Winterfest hours of operation. Demonstration or explanation of the art form is encouraged where possible and appropriate.

Tables & Electricity

Up to four (4) tables are available (if requested in advance) for \$8.00 each. There is no additional fee for electricity. **If you are bringing your own tables, please be sure there are rubber or felt glides on the table legs to prevent damage to the floor. If you cause substantial damage to the floor, you will be subject to the fees upon completion of the repairs.**

Process for Application and Payment

- 1) Complete and sign the application.
- 2) Images must represent current work and must proportionally represent what the artist intends to exhibit - i.e. 2/3 pottery and 1/3 jewelry. The following are recommendation for submitting images:
 - a. Images must be between 72 and 300 PPI, and under 5MB,
 - b. Provide five (5), no more than ten (10) images of your work representing what you are selling
 - c. Include one (1) image of you working/your workspace
 - d. Include one (1) image of your display, if possible.
- 3) Check, money order, or cashiers check for correct fees payable to: **Aberdeen Parks, Recreation and Forestry. If you wish to pay by credit card, please call (605) 626-7081.**

We will only accept DIGITAL images for the jury process. Images can be submitted by email to winterfest@aberndeen.sd.us or on a CD/jump drive that is labeled clearly with your name. We will NOT accept photographs or photocopies. The applicant is responsible for the quality and nature of the responses in the application form and the supporting materials.

Application Fee/Late Fee

- The \$130.00 application fee will entitle the exhibitor to a 12' wide x 10' deep booth space.
- If space allows, you may request an extra ½ booth space, for an additional \$65.00.
DO NOT SUBMIT PAYMENT FOR THE EXTRA ½ booth space unless you are notified there is space available.
- Late applications may be considered at the discretion of the Winterfest Committee and are subject to a late fee of \$30.00.

Corner Booth Request

If you request a corner booth, please send a **SEPERATE CHECK in the amount of \$30.00 with your application.** If your request cannot be filled, your check will be returned to you. We will notify you before the event if you have been assigned a corner booth.

Refund Policy

Once the exhibitor has been reviewed and accepted, the registration fee is not refundable.

Important Dates

Friday, September 29	Application Deadline
Friday, October 6	Notifications sent
Friday, November 17	Winterfest Set-up – 1:00PM – 8:00PM
Saturday, November 18	Winterfest Set-up – 7:00AM – 9:00AM
Saturday, November 18	Winterfest – 10:00AM – 5:00PM
Sunday, November 19	Winterfest – 10:00AM – 4:00PM

General Information

Please be advised that all reasonable measures will be taken to ensure security. Neither the Aberdeen Parks, Recreation and Forestry Department and the Aberdeen Area Arts Council are responsible for lost or stolen articles.

You are required to collect sales tax and report that to the SD Department of Revenue within 30 days of the event. Forms from the South Dakota Department of Revenue (SDDOR) will be given to each exhibitor at check in. The SDDOR will be provided a list of registered exhibitors and may attend the festival to check on exhibitors. For sales tax questions, please contact the SDDOR at (605) 626-2218.

Questions regarding Winterfest may be directed to the Aberdeen Recreation and Cultural Center at (605) 626-7081, the Aberdeen Area Arts Council at (605) 226-1557 or e-mail winterfest@aberndeen.sd.us.

Please mail completed applications to:

Winterfest
c/o Aberdeen Recreation and Cultural Center
225 3rd Ave SE
Aberdeen, SD 57401



OFFICE USE ONLY

Date Recd _____
 Ck # & amount _____
 _____ images (CD or digital)
 _____ accepted _____ denied
 _____ # booths
 _____ corner booth
 _____ acceptance ltr/email sent

Pymt Processed _____
 Receipt # _____

Artisan Application

Name _____

Business Name _____

Mailing Address _____

City, State, Zip _____

Phone (_____) _____ Cell Phone (_____) _____

E-Mail _____@_____

By Submitting an email address, you are acknowledging that further communication will be sent via email. If no email address is submitted and your application is mailed, please note that mail delays are common and expected

Website/Social Media _____

Emergency Contact Name/Phone _____

Briefly describe your work to be sold. Be specific (include material, technique, process used, etc.) Note: Use of manufactured items in conjunction with your handcrafted products must be noted (i.e. purchased components used with handmade beads)

Please indicate media. A panel of experienced artists and crafters will jury your application. They will review your written description as well as your submitted photos. Please indicate what % (percent) of each category your booth will contain.

_____ Ceramics/Pottery	_____ Furniture	_____ Photography	_____ Wood, Decorative
_____ Culinary	_____ Glass	_____ Sculpture	_____ Wood, Functional
_____ Decorative Floral	_____ Jewelry	_____ Soaps/Facial Products	
_____ Dolls, Toys & Accessories	_____ Painting	_____ Upcycled	
_____ Fiber/Textiles	_____ Paper	_____ Wearable Art	
		_____ Other	_____

Please provide a 10-word description of your work for publicity listing: _____

Entry Fee:	
_____ 1 booth (\$130) 12' wide x 10' deep	\$ _____ (booth fee)
Table Fee:	
Table Fee (up to 4 may be requested): _____ tables @ \$8.00 each	\$ _____
_____ 8 ft. tables _____ 6 ft. tables (No guarantee that size request will be honored)	(table fee)
(Can request both sizes of tables for a total of 4 tables per booth)	
Corner Booth Fee:	
If you request a corner booth please send an additional <u>SEPARATE \$30 check.</u>	
Your check will be returned if your request cannot be not honored.	\$ _____ (corner booth fee)
Additional half booth space:	
_____ Yes, I would be interested in an extra ½ booth space for additional fee of \$65.	
I understand I will be contacted if there is room and pay at that time. (DO NOT SEND PAYMENT NOW for the additional ½ booth space.)	
LATE FEE: (if postmarked after September 29)	\$ <u>30.00</u> (late fee – after 9/29)
TOTAL FEES ENCLOSED:	\$ _____ (total fees)
Number of folding chairs you would like in your booth _____ (no charge for chairs)	

Please read carefully and sign below (if you are sharing a booth, each person must sign)

My signature attests that I have read the materials accompanying this form and agree to abide by all rules and policies set forth in it. This is work of my own design, crafted by me and the work I bring will be of similar quality and style. I grant permission to the Aberdeen Parks, Recreation and Forestry Department and the Aberdeen Area Arts Council to use images of my work for publicity purposes without compensation.

I understand I am totally responsible for my exhibit, including (but not limited to) the method of display, setting it up, providing security for its protection, selling and taking it down. It is understood that the exhibitor will provide all materials for the booth. I release the Aberdeen Parks, Recreation and Forestry Department and the Aberdeen Area Arts Council from all responsibility for loss, damage or theft of my work or other materials. Once the exhibitor has been reviewed and accepted the entry fee is non-refundable. I also understand any proceeds derived from sales will be entirely my own, and I am entirely responsible for collecting and reporting the state and city sales tax.

The undersigned, being an exhibitor authorized to operate a business during Winterfest at the Aberdeen Civic Arena, Aberdeen, South Dakota, hereby waives and agrees to hold the City of Aberdeen and the Aberdeen Area Arts Council harmless from any and all liabilities, causes of action, damages or claims that may be incurred on behalf of any of my employees, agents or myself in conducting business during the time authorized for Winterfest at the Aberdeen Civic Arena, Aberdeen, South Dakota November 17-19, 2023 except for intentional acts or gross negligence.

Signed _____ Date _____

Signed _____ Date _____

**Please return this completed and signed application postmarked by
September 29, 2023 to:**

Winterfest C/O Aberdeen Recreation and Cultural Center, 225 3rd Ave SE, Aberdeen, SD, 57401

Checklist

- Completed and signed application
- At least 7 digital images (as outlined in the guidelines) sent one of two ways:
 - _____ e-mailed to winterfest@aberndeen.sd.us
 - _____ CD/jump drive sent
- Check(s) with the appropriate fees payable to Aberdeen Parks, Recreation, and Forestry. Send a separate check for corner booth and DO NOT send payment for additional ½ booth unless notified. If you wish to pay by credit card, please call 605-626-7081.